1. **Who takes the KOSSA?**
   Senior Preparatory Students enrolled in programs where a KOSSA is available must take the KOSSA if they are not taking an approved industry certification. Underclass Preparatory Students may also take the KOSSA but will not be included for accountability reporting until their senior year.

2. **What is the definition of a preparatory student?**
   A preparatory student is one who has completed two career and technical education credits in a preparatory program and is currently enrolled in at least the third credit course(s).

3. **What trainings are available and required to administer KOSSA?**
   All staff who administer, proctor or work with KOSSA testing in any capacity must view the KOSSA PowerPoint Trainings and KDE's Administration Code and Inclusion of Special Populations Training. These trainings can be located on the KDE web site at:
   http://education.ky.gov/CTE/kossa/Pages/default.aspx
   http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx

4. **Is there a deadline for completing test administration trainings?**
   All assessment related trainings and documentation must be completed prior to the start of the KOSSA testing window.

5. **When is the KOSSA testing window?**
   The KOSSA testing window is February 1 – March 31, 2014.

6. **Will the KOSSA test be administered online?**
   Yes. The 2014 KOSSA tests will be administered using an online system.

7. **Will KOSSA like practice tests be available?**
   An online practice test will be available allowing students to practice using the online environment and experience samples of the multiple choice scenarios and stand-alone multiple choice test format.

8. **When will the online practice tests be available?**
   The online practice tests should be available by mid-December.

9. **What is acceptable practice for preparing students for the KOSSA?**
   Detailed test preparation policies are addressed in the Administration Code Regulation Training. It is acceptable to have ongoing regular review of yearlong content, embed test taking strategies in regular content instruction, and administer KOSSA like assessments throughout the year.

10. **Is the test timed?**
    Yes. Students will have a maximum of two hours to complete the multiple choice scenario and stand-alone multiple choice test.   Accommodations for extended time shall be consistent with a student's current IEP, 504 Plan or PSP.

11. **Can the test be given in two sessions? Example: Multiple Choice Scenarios in one session and stand-alone multiple choice questions in another session.**
    No. Once the student begins the test, they must complete it in one two-hour testing session.

12. Will the Administrative Support test still include the Performance Scenario?

> Yes. Students taking the Administrative Support test must complete the performance scenario in February and submit that portion of the test by March 5, 2014. The online portion of the Administrative Support test may be scheduled at any point during the testing window. Students will have one hour to complete the Administrative Support Performance Scenario.

13. Does KOSSA still include a Constructed Response Scenario?

> No. The constructed response scenario is no longer included on the KOSSA test.

14. What is the blueprint of the test?

> All KOSSA tests will include 20 multiple choice items linked to Multiple Choice Scenarios (MCS) and 100 stand-alone Multiple Choice Questions (MCQ). The MCS portion of the test will focus on foundational academic and employability skills only in 2014. The MCQ portion of the test will include 50 items based on Occupational Standards; 25 items based on Academic Standards; and 25 items based on Employability Standards. The Administrative Support test will also include a Performance Scenario as it has in the past.

15. Is the Communications KOSSA being discontinued?

> No. Refer to the 2013-2014 Valid Industry Certification and KOSSA List for a current alignment of approved KOSSA and Industry Certification tests by CTE Program/CIP Code.
> http://education.ky.gov/CTE/kossa/Pages/ValidKOSSAList.aspx

16. Is there the option to take the test pencil and paper?

> A paper/pencil option will only be available to students with a current IEP, 504 Plan or PSP that indicates the need for a paper/pencil version.

17. Will tests be available in formats such as Braille, large print or paper/pencil?

> Yes. Accommodations for assessment shall be consistent with a student's current IEP, 504 Plan or PSP. An official request must be made by December 13, 2013 to secure special formats of the KOSSA. The process for making these requests will be included in the KOSSA Test Administrator's Manual.

18. Can calculators be used on KOSSA?

> Calculators may be used on the KOSSA. A list of approved calculators will be included in the KOSSA Test Administrator's Manual.

19. Can students take the KOSSA more than one time?

> Preparatory Students who test prior to their senior year may take the KOSSA again as a senior if they did not pass it the first time.

20. Can students retest during the testing window?

> No. The system does not allow for students to retest during the testing window.

21. Can a student test in more than one KOSSA test area?

> While it is not required, students may take one test in each area where they have reached preparatory status. A test ticket will be generated for each area in which a student is marked preparatory in TEDS. Prior to the testing window, Test Administrators should work with students who are preparatory in multiple areas to identify which test(s) they wish to take.

22. How do I register students for the KOSSA?

Students must be identified in TEDS as Preparatory by January 15 to assess during the 2014 testing window. A data file of Preparatory students will be generated on January 16 and uploaded to the online testing system at the state level.

23. Will I be able to add students for testing after January 15, 2014?

No. In order to upload students to the online testing system and ensure test tickets are generated, only students marked in TEDS as Preparatory by January 15 will be eligible to test. Additional information related to this deadline will be sent to TEDS Coordinators.

24. Can State Area Technology Centers and Locally Operated Centers administer tests to different feeder schools and districts on different dates within the window?

No. All students enrolled in State Operated Area Technology Centers and Locally Operated Centers must be assessed on the same day in the same content area. It is acceptable to test a morning group and an afternoon group in the same content area on the same day. Special care should be taken to ensure the students who test in the first session do not discuss test content with students who will test in the second session. Students should be reminded that the content of the test(s) should not be discussed at any time with others.

25. Can State Area Technology Centers and Locally Operated Centers administer tests to students at their feeder school?

It is acceptable for State Area Technology Centers and Locally Operated Centers to coordinate administration of the KOSSA at the feeder school.

26. Can we offer a makeup test session?

A makeup test session may be scheduled for students who are absent during the initial test session. Special care should be taken to ensure the students who have completed the test do not discuss test content with students who will test in the makeup test session. Students should be reminded that the content of the test(s) should not be discussed at any time with others.

27. Will the students receive their results immediately?

No. Results will be released after the close of the testing window. The target date for releasing scores is April 16, 2014.

28. How will results be received?

KOSSA results will be available through the online test administration system.

29. Will students still receive KOSSA certificates?

Yes. KOSSA certificates will be shipped to schools. The target date for shipping certificates is May 5, 2014.